

JOB HUNTING / JOB APPLICATIONS

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Before you take her job-hunting, fill out a generic application. Have her keep this to take with her as she searches for jobs. Some companies prefer the applications be filled out on site. If you don't have a generic application, make a list of important information she'll need. Include schools she's attended with addresses and dates, previous experience with company addresses and dates (also include phone number and supervisor's name), and references with their addresses and phone numbers.

Now, TAKE her to a few places to pick up applications or fill them out. Offer moral support if she is intimidated. This can be intimidating if she has never experienced it before. Your presence can also be a motivator for her.

Tips for filling out applications:

- Use black or blue ink.
- Print or type only.
- Fill the application out completely.
- Include references with contact numbers. (It is always a good idea to ask references if you can use them. Use mentors, teachers, and adult family friends. Do not use family members or peers).
- No "cute" stuff. Do not dot your "i" with a heart, no cute comments.
- Your application is a potential employer's first impression of you, you want to present as a serious, neat, organized, and competent potential employee.

Notes for Preparation:

School Address:	Years Attended:
School Address:	Years Attended:
Employer Address:	Dates:
Employer Address:	Dates:
Reference Name:	Address:
Reference Name:	Address:
Reference Name:	Address: